

## AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type: <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name: <u>Canton Public Library</u>	County Wayne
Audit Date December 31, 2003	Opinion Date March 5, 2004	Date Accountant Report Submitted To State: April 8, 2004	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations.

You must check the applicable box for each item below:

- |   |   |
|---|---|
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).  |
| <input checked="" type="checkbox"/> yes <input type="checkbox"/> no | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).  |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91] or P.A. 55 of 1982, as amended [MCL 38.1132])   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit.   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).   |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).  |

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reports on individual federal assistance programs (program audits).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Audit Reports (ASLGU).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Certified Public Accountant (Firm Name): <b>PLANTE &amp; MORAN, PLLC</b>			
Street Address 27400 Northwestern Highway	City Southfield	State MI	ZIP 48034
Accountant Signature 			

# **Canton Public Library**

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## **Financial Report with Additional Information December 31, 2003**

# Canton Public Library

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## Independent Auditor's Report

To the Canton Public Library Board  
Canton Township, Michigan

We have audited the accompanying general purpose financial statements of Canton Public Library as of December 31, 2003 and for the year then ended, as listed in the table of contents. These general purpose financial statements are the responsibility of the Library's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of Canton Public Library as of December 31, 2003 and the results of its operations for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

*Plante & Moran, PLLC*

March 5, 2004

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# Canton Public Library

	Governmental Fund Types			Account Groups	
	Special Revenue Funds			General	General
	General	Post-employment	Endowment	Fixed	Long-term
	Fund	Benefits Fund	Fund	Assets	Debt
<b>Assets</b>					
Cash and cash equivalents (Note 2)	\$ 1,594,588	\$ -	\$ 49,216	\$ -	\$ -
Receivables - Property taxes	4,161,221	-	-	-	-
Other assets	36,502	-	-	-	-
Due from General Fund	-	100,000	-	-	-
Fixed assets (Note 3)	-	-	-	11,082,285	-
Amount to be provided for retirement of general long-term debt	-	-	-	-	6,072,226
<b>Total assets</b>	<b>\$ 5,792,311</b>	<b>\$ 100,000</b>	<b>\$ 49,216</b>	<b>\$ 11,082,285</b>	<b>\$ 6,072,226</b>
<b>Liabilities and Fund Equities</b>					
<b>Liabilities</b>					
Accounts payable and accrued liabilities	\$ 91,256	\$ -	\$ -	\$ -	\$ -
Deferred revenue (Note 1)	4,537,993	-	-	-	-
Due to other governmental units	70,958	-	-	-	-
Due to Special Revenue Fund	100,000	-	-	-	-
Long-term obligations (Note 4)	-	-	-	-	6,072,226
<b>Total liabilities</b>	<b>4,800,207</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,072,226</b>
<b>Fund Equities</b>					
Investment in general fixed assets	-	-	-	11,082,285	-
Reserved for endowment	-	-	48,679	-	-
Fund balances - Unreserved:					
Designated for postemployment benefits	-	100,000	-	-	-
Designated for capital improvements	600,000	-	-	-	-
Undesignated	392,104	-	537	-	-
<b>Total fund equities</b>	<b>992,104</b>	<b>100,000</b>	<b>49,216</b>	<b>11,082,285</b>	<b>-</b>
<b>Total liabilities and fund equities</b>	<b>\$ 5,792,311</b>	<b>\$ 100,000</b>	<b>\$ 49,216</b>	<b>\$ 11,082,285</b>	<b>\$ 6,072,226</b>

# **Balance Sheet - General Fund, Special Revenue Funds, and Account Groups** **December 31, 2003**

Total  
(Memorandum Only)

December 31

2003      2002

\$ 1,643,804	\$ 1,319,671
4,161,221	3,837,379
36,502	15,219
100,000	50,000
11,082,285	10,854,593
<u>6,072,226</u>	<u>6,053,820</u>
<b><u>\$ 23,096,038</u></b>	<b><u>\$ 22,130,682</u></b>

\$ 91,256	\$ 90,347
4,537,993	4,196,509
70,958	78,240
100,000	50,000
<u>6,072,226</u>	<u>6,053,820</u>

10,872,433	10,468,916
------------	------------

11,082,285	10,854,593
48,679	32,765

100,000	50,000
600,000	350,000
<u>392,641</u>	<u>374,408</u>

<u>12,223,605</u>	<u>11,661,766</u>
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<b><u>\$ 23,096,038</u></b>	<b><u>\$ 22,130,682</u></b>
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# Canton Public Library

## Statement of Revenue, Expenditures, and Changes in Fund Balances All Governmental Fund Types Year Ended December 31, 2003

	General Fund	Special Revenue Funds		Total (Memorandum Only)	
		Post-employment Benefit Fund	Endowment Fund	2003	2002
<b>Revenue</b>					
Property tax	\$ 4,229,195	\$ -	\$ -	\$ 4,229,195	\$ 3,882,326
State aid	63,392	-	-	63,392	66,932
Penal fines	87,906	-	-	87,906	105,100
Interest on investments	31,312	-	317	31,629	45,264
Contributions and donations	28,819	-	16,134	44,953	60,768
Library fines and fees	134,705	-	-	134,705	110,952
Single business tax	3,513	-	-	3,513	3,513
Rentals	850	-	-	850	1,250
Total revenue	4,579,692	-	16,451	4,596,143	4,276,105
<b>Expenditures</b>					
Salaries	1,889,796	-	-	1,889,796	1,701,163
Fringe benefits	318,805	-	-	318,805	274,427
Supplies	157,156	-	-	157,156	180,445
Library books and materials	575,540	-	-	575,540	582,990
Professional and contractual services	410,691	-	-	410,691	210,525
Communications	69,974	-	-	69,974	57,830
Conferences, workshops, and travel	18,303	-	-	18,303	23,142
Community relations	2,551	-	-	2,551	1,525
Printing and publishing	42,584	-	-	42,584	34,296
Insurance and bonds	74,855	-	-	74,855	67,096
Utilities	173,664	-	-	173,664	160,217
Building repair and maintenance	82,381	-	-	82,381	49,757
Rentals	27,637	-	-	27,637	13,870
Capital outlay	83,049	-	-	83,049	46,928
Property tax refund	13,472	-	-	13,472	165
Debt service	321,538	-	-	321,538	696,025
Total expenditures	4,261,996	-	-	4,261,996	4,100,401
<b>Excess of Revenue Over Expenditures</b>	317,696	-	16,451	334,147	175,704
<b>Other Financing Sources (Uses)</b>					
Operating transfers in	-	50,000	-	50,000	55,000
Operating transfers out	(50,000)	-	-	(50,000)	(55,000)
Total other financing sources (uses)	(50,000)	50,000	-	-	-
<b>Excess of Revenue and Other Financing Sources Over Expenditures and Other Uses</b>	267,696	50,000	16,451	334,147	175,704
<b>Fund Balances - Beginning of year</b>	724,408	50,000	32,765	807,173	631,469
<b>Fund Balances - End of year</b>	<u>\$ 992,104</u>	<u>\$ 100,000</u>	<u>\$ 49,216</u>	<u>\$ 1,141,320</u>	<u>\$ 807,173</u>

# Canton Public Library

## Statement of Revenue, Expenditures, and Changes in Fund Balance Budget and Actual - Governmental Fund Type - General Fund Year Ended December 31, 2003

	Amended Budget	Actual	Variance Favorable (Unfavorable)
<b>Revenue</b>			
Property tax	\$ 4,229,195	\$ 4,229,195	\$ -
State aid	63,392	63,392	-
Penal fines	87,906	87,906	-
Interest on investments	31,500	31,312	(188)
Contributions and donations	25,001	28,819	3,818
Library fines and fees	131,770	134,705	2,935
Single business tax	3,513	3,513	-
Rentals	850	850	-
Total revenue	4,573,127	4,579,692	6,565
<b>Expenditures</b>			
Salaries	1,899,561	1,889,796	9,765
Fringe benefits	321,571	318,805	2,766
Supplies	164,708	157,156	7,552
Library books and materials	580,000	575,540	4,460
Professional and contractual services	437,630	410,691	26,939
Communications	70,000	69,974	26
Conferences, workshops, and travel	19,400	18,303	1,097
Community relations	3,000	2,551	449
Printing and publishing	42,620	42,584	36
Insurance and bonds	74,855	74,855	-
Utilities	178,000	173,664	4,336
Building repair and maintenance	81,632	82,381	(749)
Rentals	31,371	27,637	3,734
Capital outlay	83,049	83,049	-
Property tax refund	15,000	13,472	1,528
Debt service	321,538	321,538	-
Total expenditures	4,323,935	4,261,996	61,939
<b>Excess of Revenue Over Expenditures</b>	249,192	317,696	68,504
<b>Other Financing Uses</b> - Operating transfers out	(50,000)	(50,000)	-
<b>Excess of Revenue Over Expenditures and Other Uses</b>	199,192	267,696	68,504
<b>Fund Balance</b> - Beginning of year	724,408	724,408	-
<b>Fund Balance</b> - End of year	<u>\$ 923,600</u>	<u>\$ 992,104</u>	<u>\$ 68,504</u>



### **Note I - Nature of Organization and Summary of Significant Accounting Policies**

Canton Public Library (the "Library") is located in the Charter Township of Canton, Michigan. The Library is primarily funded through a tax levy, fines and fees, and charitable donations. Revenue is used to operate and staff the Library.

The accounting policies of the Library conform to accounting principles generally accepted in the United States of America as applicable to governmental units. The following is a summary of the significant accounting policies:

#### **Reporting Entity**

The accompanying general purpose financial statements have been prepared in accordance with criteria established by the Governmental Accounting Standards Board for determining the various governmental organizations to be included in the reporting entity. Based on the significance of any operational or financial relationships with the Library, there are no component units to be included in these financial statements.

#### **Fund Accounting**

The accounts of the Library are organized on the basis of two governmental fund types and account groups, each of which is considered a separate accounting entity.

**General Fund** - The General Fund contains the records of the financial activities of the Library. General Fund activities are financed by property taxes and other revenues.

**Special Revenue Funds** - Special Revenue Funds are used to account for the proceeds of earmarked revenues or financing activities requiring separate accounting because of legal or regulatory provisions.

**Fixed Assets and Long-term Liabilities** - Fixed assets used in the General Fund operations are accounted for in the General Fixed Assets Account Group, rather than in the General Fund. Such assets are recorded as expenditures in the General Fund at the time of purchase. Library books and materials included on the shelves are recorded at one dollar per item. Other fixed assets are recorded at cost or, if donated, at their estimated fair value on the date donated. No depreciation has been provided on general fixed assets.

Long-term liabilities expected to be financed from the General Fund are recorded in the General Long-term Debt Account Group, rather than in the General Fund.

### **Note 1 - Nature of Organization and Summary of Significant Accounting Policies (Continued)**

The General Fixed Assets Account Group and the General Long-term Debt Account Group are not funds and do not involve the measurement of results of operations.

#### **Basis of Accounting**

The General Fund and the Special Revenue Funds follow the modified accrual basis of accounting. Modifications in such method from the accrual basis are as follows:

- a. Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned. Fines, contributions, and certain miscellaneous revenue are recorded when received.

Properties are assessed as of December 31. The taxes are billed and become a lien on December 1 of the following year; they are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls.

Property taxes billed during the month of December will be used to finance the following year's operations. As such, these taxes billed during December are included in deferred revenue.

- b. Payments for inventorable types of supplies are recorded as expenditures at the time of purchase.
- c. Expenditures are not divided between years by the recording of prepaid expenses.
- d. The noncurrent portion of employee-compensated absences is reflected in the General Long-term Debt Account Group.
- e. Interest on long-term debt is not recorded as an expenditure until its due date.

**Cash Equivalents** - The Library considers all highly liquid investments with an original maturity of three months or less to be cash equivalents.

**Investments** - Investments are recorded at fair market value, based on quoted market prices.

**Fund Equity** - Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use. Designated fund balance represents tentative plans for future use of financial resources.

# Canton Public Library

## Notes to Financial Statements December 31, 2003

### Note 1 - Nature of Organization and Summary of Significant Accounting Policies (Continued)

**Memorandum-only Totals** - The total data presented is the aggregate of the General Fund, Special Revenue Funds, and account groups and is presented for analysis purposes only. No consolidations or other eliminations were made in arriving at the totals; therefore, they do not present consolidated information.

**Budget Information** - The annual budget is prepared by the Library management and adopted by the Library Board; subsequent amendments are approved by the Library Board. Unexpended appropriations lapse at year end; encumbrances are not included as expenditures. The amount of encumbrances outstanding at December 31, 2003 has not been calculated. During the current year, the budget was amended in a legally permissible manner.

The budget has been prepared in accordance with accounting principles generally accepted in the United States of America. The budget statement (statement of revenue, expenditures, and changes in fund balance - budget and actual - governmental fund type - General Fund) is presented on the same basis of accounting and level of detail as the adopted budget. No budget was adopted for the Special Revenue Funds. During the year, there were no expenditures from these funds.

The budget has been adopted on a line-item basis; expenditures at this level in excess of amounts budgeted are a violation of Michigan law. Budget variances of the Library are disclosed in the budget statement.

### Note 2 - Deposits and Investments

The Library's deposits and investments at December 31, 2003 are included on the balance sheet as follows:

	Cash and Cash Equivalents
Deposits	\$ 1,313,581
Investments - Bank investment pools	<u>330,223</u>
Total	<u><u>\$ 1,643,804</u></u>

### Note 2 - Deposits and Investments (Continued)

#### Deposits

The above deposits were reflected in the accounts of the bank (without recognition of checks written but not yet cleared or of deposits in transit) at \$1,382,480. Of that amount, \$200,000 was covered by federal depository insurance and \$1,182,480 was uninsured and uncollateralized.

#### Investments

Michigan Public Act 20 of 1943 (as amended) allows local units of government to invest surplus monies (of nonpension funds) in U.S. bonds and notes, certain commercial paper, U.S. government repurchase agreements, bankers' acceptances and mutual funds, and investment pools that are composed of authorized investment vehicles.

The Library's investments during the year consisted solely of bank investment pools, which are regulated by the Michigan Banking Act. The fair value of the position in the bank investment pools is the same as the value of the pool shares. Investments are normally categorized to give an indication of the level of risk assumed by the Library; however, bank investment pools are not categorized because they are not evidenced by securities that exist in physical or book-entry form. The Library believes that the investments in these pools comply with the investment authority noted above.

### Note 3 - Fixed Assets

A summary of changes in general fixed assets is as follows:

	Balance January 1, 2003	Net Additions	Balance December 31, 2003
Land and improvements	\$ 577,214	\$ -	\$ 577,214
Building and improvements	8,606,208	-	8,606,208
Furniture and equipment	1,427,863	209,818	1,637,681
Library books and materials	238,309	22,873	261,182
Total	<u>\$ 10,849,594</u>	<u>\$ 232,691</u>	<u>\$ 11,082,285</u>

# Canton Public Library

## Notes to Financial Statements December 31, 2003

### Note 3 - Fixed Assets (Continued)

Library books and materials are recorded at \$1.00 per item. The replacement value, based on trade publications' average costs adjusted for discounts and processing costs applicable to Library purchases, was approximately \$6,570,000 as of December 31, 2003. All other fixed assets are recorded at the original cost, or if donated, at their estimated fair value on the date donated.

### Note 4 - Long-term Debt

#### Outstanding Debt

A summary of the debt outstanding of the Library at December 31, 2003 is as follows:

	Number of Issues	Interest Rate	Maturing Through	Principal Outstanding
Contractual obligations with Canton Township (Library building)	1	5.15%-5.50%	2020	\$ 6,000,000
Accumulated employee benefits				<u>72,226</u>
Total long-term debt				<u>\$ 6,072,226</u>

The Library has one outstanding bond issue for building and various other capital improvements at December 31, 2003. These general obligation bonds were issued by the Canton Township Building Authority and are payable through 2020. Canton Township and the Library have entered into an agreement that calls for annual payments from the Library equal to the debt service requirements on the bonds.

The accumulated employee benefits represent the estimated liability to be paid to employees under the Library's vacation pay policy, net of the portion that is estimated will be paid currently. Under the Library's policy, employees earn vacation time based on time of service with the Library. Accumulated sick pay is not recorded due to the Library's policy not to compensate for unused sick time.

#### Changes in Long-term Debt

Balance - January 1, 2003	\$ 6,053,820
Increase in accumulated benefits	<u>18,406</u>
Balance - December 31, 2003	<u>\$ 6,072,226</u>

### Note 4 - Long-term Debt (Continued)

#### Debt Service Requirements

The annual requirements to service all debt outstanding as of December 31, 2003 (excluding employee benefits), including both principal and interest, are as follows:

Years Ending December 31	Amount
2004	\$ 521,125
2005	560,825
2006	547,825
2007	534,825
2008	521,825
2009 and thereafter	<u>6,647,175</u>
Total	<u>\$ 9,333,600</u>

#### Interest

Interest expense of the Library for the year ended December 31, 2003 approximated \$321,500.

### Note 5 - Defined Benefit Pension Plan

#### Plan Description

The Canton Public Library participates in the Michigan Municipal Employees' Retirement System, an agent multiple-employer defined benefit pension plan that covers all employees of the Library. The system provides retirement, disability, and death benefits to plan members and their beneficiaries. The Michigan Municipal Employees' Retirement System issues a publicly available financial report that includes financial statements and required supplementary information for the system. That report may be obtained by writing to the system at 1134 Municipal Way, Lansing, MI 48917.

#### Funding Policy

The obligation to contribute to and maintain the system for these full-time employees was established by the Canton Public Library's Board and requires a contribution from the employees of 7 percent of gross wages.

### **Note 5 - Defined Benefit Pension Plan (Continued)**

#### **Annual Pension Cost and Three-year Trend Information**

The Library began participation in the MMERS plan on January 1, 2003. For the year ended December 31, 2003, the Canton Public Library's annual pension cost of \$308,738 for the plan was equal to the Library's required and actual contribution. The 2003 annual required contribution was determined as part of the initial actuarial valuation as of July 1, 2002, using the entry age normal cost method. Significant actuarial assumptions used include (a) an 8 percent investment rate of return, (b) projected salary increases of 4.5 percent per year plus a percentage based on an age-related scale to reflect merit longevity and promotional salary increases, and (c) 2.5 percent per year cost of living adjustments. Both (a) and (b) include an inflation component of 4.5 percent. The fair market value of the plan's assets approximated \$1,185,000 at December 31, 2003. The actuarial value of assets and related unfunded actuarial liability has not yet been calculated as no year-end actuarial report is yet available on this plan.

### **Note 6 - Risk Management**

The Library is exposed to various risks of loss related to property loss, torts, errors and omissions, and employee injuries (workers' compensation), as well as medical benefits provided to employees. The Library has purchased commercial insurance for general liability, property, workers' compensation, health, and disability claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

### **Note 7 - Postemployment Benefits**

The Library provides health care benefits to certain full-time employees, based on age and years of service, upon retirement in accordance with the Canton Public Library Retiree Medical Plan. There are no retirees currently eligible for benefits. The Library includes pre-Medicare retirees and their spouses in its insured health care plan, with no contributions required by the participants. The Library will reimburse not less than 50 percent of the cost of medical coverage. The Library purchases Medicare supplemental insurance for retirees eligible for Medicare. Expenditures for postemployment health care benefits are recognized as the insurance premiums become due. There were no postemployment benefits paid during the current year.

### **Note 8 - Upcoming Reporting Change**

For the year beginning January 1, 2004, the Library plans to adopt GASB Statement Number 34. This will dramatically revise the information being reported in these financial statements. Governmental activities will report information by individually significant fund, as well as in total on the full accrual basis of accounting. Information is not available to present pro forma data that would show the effect of this future change.



## **Additional Information**

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To the Canton Public Library Board  
Canton Township, Michigan

We have audited the general purpose financial statements of Canton Public Library for the year ended December 31, 2003. Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The additional information on page 15 is presented for the purpose of additional analysis and is not a required part of the general purpose financial statements of Canton Public Library. Such information has been subjected to the procedures applied in the audit of the general purpose financial statements and, in our opinion, is fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

*Plante & Moran, PLLC*

March 5, 2004

# Canton Public Library

## Schedule of Bonded Indebtedness December 31, 2003

Description	Interest Rate (Percent)	Date of Maturity	Amount of Annual Maturity	Principal Outstanding	
				December 31	
				2003	2002
Date of issue - April 1, 1999					
Amount of issue - \$6,000,000					
	5.15	10/01/04	\$ 200,000	\$ 200,000	\$ 200,000
	5.20	10/01/05-08	250,000	1,000,000	1,000,000
	5.25	10/01/09-10	300,000	600,000	600,000
	5.25	10/01/11-12	350,000	700,000	700,000
	5.30	10/01/13	350,000	350,000	350,000
	5.35	10/01/14	400,000	400,000	400,000
	5.40	10/01/15	400,000	400,000	400,000
	5.45	10/01/16	450,000	450,000	450,000
	5.50	10/01/17-18	450,000	900,000	900,000
	5.50	10/01/19	500,000	500,000	500,000
	5.50	10/01/20	500,000	500,000	500,000
Total				<u>\$ 6,000,000</u>	<u>\$ 6,000,000</u>